# HIGHLAND REDEVELOPMENT COMMISSION STUDY SESSION MINUTES MONDAY, FEBRUARY 18, 2019

The Highland Redevelopment Commission ("RC", "Commission") met on Monday, February 18, 2019 in the Council Chambers of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President Bernie Zemen called the Study Session to order at 7:00 p.m. Minutes were prepared by Kathy DeGuilio-Fox, Redevelopment Director.

**Roll Call**: Commissioners present were Michael Griffin, Mark Herak, Dan Vassar, Steve Wagner and Bernie Zemen. A quorum was attained.

**Additional Officials Present**: Rhett Tauber, Tauber Law and Kathy DeGuilio-Fox, Redevelopment Director. School Town of Highland Commissioner, Pat Krull, was absent.

Also Present: Susan Murovic, Board of Zoning Appeals; Larry Kondrat, Board of Waterworks and Ed Dabrowski, IT Consultant.

Guests: Michelle Quinn, Post-Tribune and Nicole Mazur were also in attendance.

### **General Substance of the Discussion**

1. Review of Public Meeting Agenda: In preparation for the Redevelopment Commission business meeting scheduled to follow the February 18, 2019 Study Session, the agenda was reviewed. Director DeGuilio-Fox gave a brief overview of the agenda items.

# 2. Commercial Property Improvement Grant -

- a. Grant Applications:
  - i. Director DeGuilio-Fox reviewed the façade grant application for a façade improvement of 2933 Jewett as submitted by property owners Nick and Pat Popa, Popa Heating & Cooling. Commissioners were advised that all items considered for the grant were deemed eligible and included tuck-pointing, repairing limestone and overhang on the façade of the building, replacing windows and doors. Commissioners were further advised that Resolution 2019-06 provided for approval of a grant in the amount of \$6,411.00. Discussion ensued.
  - ii. Director DeGuilio-Fox reviewed the façade grant application for a façade improvement of 2817 Highway Avenue as submitted by property owner George Siemer, Siemer Heating & Cooling. Commissioners were advised that all items considered for the grant were deemed eligible and included tuck-pointing, brick repair and replacement, new second story windows, a new sign and new street-level business entry. Commissioners were further advised that Resolution 2019-07 provided for approval of a grant in the amount of \$13,224.00. Discussion ensued.
- b. Highland-Griffith Chamber of Commerce: Ms. DeGuilio-Fox reported to the Commissioners that the Highland-Griffith Chamber of Commerce Board of Directors had advised they approve of the language that had been included in the Commercial Property Improvement Grant requiring grant recipients to join the Chamber. Previous

discussion had revealed that the Chamber Executive Director had questioned whether the grant requirement was a good idea or not. Discussion ensued.

- 3. 2936 Highway Avenue Renovation: Ms. DeGuilio-Fox advised the Commissioners that renovation work was moving ahead. Discussion ensued in regard to permits for the work, the approximate date for Maria's Buena Cocina to move to the new location and the demolition of 8620 Kennedy Avenue. Ms. DeGuilio-Fox reported that the Curiel's intend to vacate 8620 Kennedy Avenue as planned and that scheduling of the demolition work is temporarily on hold until the property is vacated and water and NIPSCO services have been terminated. Actin has been advised and is waiting for further notice to schedule.
- **4. Highland Tax Abatements** Ms. DeGuilio-Fox advised that all CF-1's and annual compliance information has been submitted. A spreadsheet will be prepared and sent to the Council members for their review in preparation for a determination of compliancy of the businesses for the 2019 pay 2020 term at the Town Council's February 25<sup>th</sup> meeting.
- 5. **Highland Main Street Bureau** Ms. DeGuilio-Fox provided a monthly update of Main Street activities that included:
  - a. The 2019 Action Plan was approved at the February 7<sup>th</sup> meeting of the Highland Main Street.
  - b. Plans for the Community Garden are moving forward and a fundraising campaign near ready for implementation. Ms. DeGuilio-Fox reminded Commissioners that the Community Garden project will not be funded by public funds from the Town of Highland or Redevelopment Department budget.
  - c. A public Call for Art had been issued for a new sculpture design. Funds for the new sculpture are being donated by a Dyer art organization.
  - d. Dates have been set for the 2019 events:
    - i. Car Cruise: Saturday, June 1st
    - ii. Last Call For Summer: Saturday, August 10th
    - iii. Festival of the Trail: Saturday, October 5<sup>th</sup>. This event is once again planned for the same day as the annual Highland Fire Department open house. Several other complimentary events are also being discussed.

Ms. DeGuilio-Fox also advised that the Main Street group is still awaiting the appointment of a representative of the Highland-Griffith Chamber of Commerce. And, the Commissioners were advised that changes to the Main Street by-laws are needed and once all of the necessary information has been compiled it will be brought to the Commissioners for consideration.

6. Comments from the Commissioners: Discussion ensued regarding various topics including future façade improvement grants that downtown businesses have expressed interest in, demolition of 8620 Kennedy Avenue and renovation of 2936 Highway Avenue

There being no further business, the February 18, 2019 study session of the Highland Redevelopment Commission was adjourned at 7:25 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

# HIGHLAND REDEVELOPMENT COMMISSION PUBLIC MEETING MINUTES MONDAY, FEBRUARY 18, 2019

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on February 18, 2019 in the Council Chambers of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President Zemen called the meeting to order at 7:30 p.m. and led those present in the Pledge of Allegiance. Taking minutes for the meeting was Director Kathy DeGuilio-Fox.

**Roll Call**: Present on roll call were Redevelopment Commissioners Michael Griffin, Mark Herak, Dan Vassar, Steve Wagner and Bernie Zemen. A quorum was attained.

Additional Officials Present: Rhett Tauber, Redevelopment Commission Attorney and Kathy DeGuilio-Fox, Redevelopment Director were additionally present. Pat Krull, School Town of Highland Commissioner, was absent.

Also present: Susan Murovic, Board of Zoning Appeals; Larry Kondrat, Board of Waterworks and Ed Dabrowski, IT Consultant.

Guests: Michelle Quinn, Post-Tribune and Nicole Mazur were also in attendance.

Minutes of the Previous Meetings: Commissioner Michael Griffin moved to approve the minutes of the Study Session and Special Public Meeting of January 21, 2019 as well as the minutes of the Study Session of February 4, 2019. Commissioner Dan Vassar seconded the motion. Upon a roll call vote, the motion passed. The minutes were approved by a vote of five affirmatives and no negatives.

**Special Orders:** None

### **Public Comment:**

1. Larry Kondrat cautioned against awarding a façade improvement grant to replace windows at 2933 Jewett Street due to what he believes could involve a possible insurance claim. Discussion ensued with responses and information provided by Commissioners in regard to the grant. Mr. Kondrat also commented that he believes "vegetable gardens in a downtown area look trashy" and that he is against the Community Garden project as proposed by the Highland Main Street group. Mr. Kondrat went on to question the \$1,700,000.00 approved by the Council through a recent additional appropriation as well as what he referred to as a \$2,000,000.00 line item in the Redevelopment Department budget. Commissioner Michael Griffin responded by advising there is no single line item in the amount of \$2,000,000.00. Commissioner Griffin went on to explain that the \$1,700,000.00 amount Mr. Kondrat referenced has been in the Redevelopment Department budget for several years and is not new. Commissioner Griffin also explained the State of Indiana Department of Local Government Finance budgeting process. Mr. Kondrat further questioned the acquisition list discussed by the Redevelopment Commissioners and asked if the properties on the list were all being pursued. Commissioner Griffin responded that the acquisition list is part of the Redevelopment Commission plan required by the State of Indiana and while it is required not all properties are being pursued. Mr. Kondrat was also advised that the acquisition list is amended from time to time and that the amendment of the list is achieved through an established process by which multiple bodies, including the Highland Redevelopment Commission, Highland Plan Commission and Highland Town Council, must give approval of the intended amendment.

Communications: None

Unfinished Business and General Orders: None

## **New Business:**

- Resolution 2019-05: A Resolution of the Highland Redevelopment Commission Authorizing a
  Contract with Thunder Road Productions for Car Cruise Consulting and Organizational Services.
  Commissioner Vassar made a motion to adopt Resolution 2019-05 and enter into a contract with
  Thunder Road Productions as has been done in the past for services to assist with the annual Car
  Cruise event. Commissioner Wagner seconded the motion. Upon a roll call vote the motion passed
  with five affirmatives and zero negatives.
- 2. Resolution 2019-06: A Resolution of the Highland Redevelopment Commission to Provide Reimbursement to Nick G. & Patricia Ann Popa, Popa Heating & Cooling, for a Commercial Property Façade Improvement Grant of Property Located at 2933 Jewett Street. Commissioner Griffin made a motion to adopt Resolution 2019-06 and approve a grant request in the amount of \$6,411.00. Commissioner Vassar seconded the motion. Upon a roll call vote the motion passed with five affirmatives and one negative.
- 3. Resolution 2019-07: A Resolution of the Highland Redevelopment Commission to Provide Reimbursement to George Siemer, Siemer Heating & Cooling, for a Commercial Property Façade Improvement Grant of Property Located at 2817 Highway Avenue. Commissioner Steve Wagner made a motion to adopt Resolution 2019-07 and approve a grant request in the amount of \$13,224.00. Commissioner Griffin seconded the motion. Upon a roll call vote the motion passed with five affirmatives and one negative.

Action to Pay Accounts Payable Vouchers: Commissioner Vassar made a motion to pay accounts payable vouchers as filed on the pending accounts payable docket, covering the period January 23, 2019 through February 19, 2019 and the payroll docket for February 1, 2019 and February 12, 2019, as presented, in the amount of \$139,678.41. Commissioner Mark Herak seconded the motion. Upon a roll call vote, and with an abstention courteously made by Commissioner Michael Griffin, the motion passed with four affirmative votes and no negatives.

# **Vendors Accounts Payable Docket:**

Redevelopment General Fund, \$21,677.06; Redevelopment Capital Fund, \$217.60; Redevelopment Bond & Interest Fund, \$117,783.75. Total: \$139,678.41.

Payroll Docket for Payday of February 1, 2019 and February 12, 2019: Redevelopment Department: Total Payroll: \$7,874.26.

**Business from the Commissioners:** None

**Next Meeting**: The next full Study Session is scheduled for March 4, 2019 at 7:00 p.m. The next Public Meeting will be convened on March 18, 2019 at 7:30 p.m. A Study Session at 7:00 p.m. will precede the public meeting and reconvene following the public meeting, if deemed necessary. The next meeting of the Highland Main Street will be Thursday, March 7, 2018 at 6:30 p.m. in the Upper Conference room of the Town Hall.

**Adjournment:** There being no further business of the Highland Redevelopment Commission, Commissioner Vassar made a motion to adjourn the meeting. Commissioner Wagner seconded the motion. Upon a voice vote, the motion passed. The February 18, 2019 public meeting of the Highland Redevelopment Commission was adjourned at 7:45 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

# **RESOLUTION NO. 2019-05**

# RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMMISSION AUTHORIZING A CONTRACT WITH THUNDER ROAD PRODUCTIONS FOR CAR CRUISE CONSULTING AND ORGANIZATIONAL SERVICES

WHEREAS, the Highland Redevelopment Commission (the "Commission"), exists and operates under the provisions of the Redevelopment of Cities and Towns Act in I.C. 36-7-14, as amended from time to time (the "Act"); and

WHEREAS, the Highland Redevelopment Commission is authorized to negotiate and enter into contracts by statute; and

WHEREAS, the Highland Redevelopment Commission has requested a proposal for consulting and organizational services.

NOW, THEREFORE, be it resolved as follows:

That it is in the best interest of the Town to enter into a contract with Thunder Road Productions for consulting and organizational services for an amount not to exceed \$400.00.

HIGHLAND REDEVELOPMENT COMMISSION

Bernie Zemen, President

Mark Herak, Secretary



Barbara I. McDonald/Owner

# tife es a lighway tet's cruise CRUISE PERFORMANCE AGREEMENT

Thunder Road Productions (TR) referred to as performer and Highland Redevelopment Commission referred to as the sponsor agrees to the following:

Date: June 1st Rain or Shine Location: Downtown Highland

Time: 1pm to 5pm—Registration: 1pm to 3pm
The total cost of the Cruise is \$400.00.

This event is being contracted as a Rain or Shine event. Cruise may be canceled no less than 4 hours prior to the scheduled start time. If the event is canceled less than 4 hours prior or if TR arrives on site a fee of \$75.00 will be paid to TRP. Once the event starts the full contract amount is due even if the event is shortened at the sponsors request.

**PERFORMER WILL PROVIDE** Registration staff necessary for a Cruise. TRP will provide PA system and music. TR will arrive approximately 1 hour prior to the start of the cruise to set up. TR will provide 20 awards.

SPONSOR WILL PROVIDE Location for the event, with an alternative if original is unsuitable. Additional staff to assist in special parking assignments, and security if required by the city of Highland will be provided by the sponsor. Any additional facilities such as porta-potties, barriers, etc., will be provided by the sponsor. All cleanups are the responsibility of the sponsor.

The relationship created by this agreement is that of an independent contract between TRP and the sponsor. Any and all alterations and or additions to this contract may only be made in writing and a copy will be provided to the sponsor once everything is agreed to.

All services are due and payable the day of the event unless otherwise agreed to.

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Sponsor_	 Alexander and the second secon	Date	(SEE ATTACHE	O ADDENDUM)

Date: February 7, 2019

Thunder Road Productions 18102 Wildwood Avenue Lansing, Illinois 60438

# <u>ADDENDUM</u>

Thunder Road Productions (Performer) agrees to provide Highland Redevelopment Commission (Sponsor) an invoice for services on the date of the event, or no later than Monday, June 10, 2019, for processing. Sponsor shall make payment to Performer upon proper presentation of a claim made in a public meeting, in accordance with Indiana law.

Date:, 2019
BY:
On behalf of Thunder Road Productions
Date: Feb 18 2019
BY: Kathy De Sulus - Fox On behalf of Highland Redevelopment Commission
On behalf of Highland Redevelopment Commission

# Resolution No. 2019-06

# A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION TO PROVIDE REIMBURSEMENT TO NICK G. & PATRICIA ANN POPA of POPA HEATING & COOLING FOR A COMMERCIAL PROPERTY FACADE IMPROVEMENT GRANT OF PROPERTY LOCATED AT 2933 JEWETT STREET

WHEREAS, the Highland Redevelopment Commission (the "Commission"), governing body of the Town of Highland Department of Redevelopment (the "Department"), and the Redevelopment Area of the Town of Highland, Indiana (the "Redevelopment District"), exists and operates under the provisions of the Redevelopment of Cities and Towns Act of 1953 which has been codified in IC 36-7-14, as amended from time to time (the "Act"); and

WHEREAS, the Commission on May 28, 1997, adopted Resolution No. 1997-01 declaring the Highland Redevelopment Area to be an area in need of redevelopment within the meaning of the Act; and

WHEREAS, Resolution No. 1997-01 was confirmed by the Commission with the adoption of Resolution No. 1997-02 on July 8, 1997; and

WHEREAS, Subsequent Resolutions, No. 2003-01, No. 2005-11, No. 2006-10, No. 2007-08, and No. 2008-09 confirmed expansion of the Redevelopment Area; and

WHEREAS, the Commission accepted the 2007 Comprehensive Plan for the Highland Redevelopment Area on March 14, 2007; and

WHEREAS, the Commission has prepared, developed and approved the Supplement to the Highland Municipal Code, Section 214.180: RD-Redevelopment District (Architectural and Design Standards and Guidelines for the Redevelopment Area); and

WHEREAS, the Commission from time to time may develop a program to improve the downtown; and

WHEREAS, the Commission through its 2019 budget approved the Commercial Property Improvement Grant Program which is intended to provide financial assistance for significant commercial property improvement in the Highland Downtown Redevelopment Area; and

WHEREAS, the goal of the program is to attract retail growth, additional business traffic, and catalyze investment through improved aesthetics; and

WHEREAS, Nick G & Patricia Ann Popa, of Popa Heating & Cooling, applied for a grant totaling \$21,370.00, of which a not to exceed 30%, or \$6,411.00, would be reimbursed to them upon completion of the work with approved receipts.

All property taxes must be paid and up-to-date and there shall be no liens against the property.

NOW, THEREFORE, BE IT RESOLVED by the Highland Redevelopment Commission as follows:

- 1. That the Commission finds and determines that it will be of public utility and benefit to approve reimbursement to Nick G. & Patricia Ann Popa, of Popa Heating & Cooling, for a Commercial Property Facade Improvement Grant for property located at 2933 Jewett Street.
- 2. The project cost applied for is \$21,370.00 as designated by the contractors work estimates submitted as supporting documentation to the application.
- 3. That the Commission will provide up to and a not to exceed reimbursement of \$6,411.00, or 30% of the estimated eligible project costs, and based upon the total project cost of \$21,370.00.
- 4. That all reimbursements will be made upon delivery of proof of work completion, and receipt by the Highland Redevelopment Commission, of approved receipts for work performed, and proof that all property taxes are paid and up-to-date and no liens have been filed on the property.
- 5. That this Resolution shall be in full force and effect after its adoption by the Commission.

ADOPTED AND APPROVED at a meeting of the Highland Redevelopment Commission held on the 18th day of February, 2019.

Highland Redevelopment Commission

Bernie Zemen, President

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Mark Herak, Secretary

# Resolution No. 2019-07

# A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION TO PROVIDE REIMBURSEMENT TO GEORGE SIEMER OF SIEMER HEATING & COOLING FOR A COMMERCIAL PROPERTY FACADE IMPROVEMENT GRANT OF PROPERTY LOCATED AT 2817 HIGHWAY AVENUE

WHEREAS, the Highland Redevelopment Commission (the "Commission"), governing body of the Town of Highland Department of Redevelopment (the "Department"), and the Redevelopment Area of the Town of Highland, Indiana (the "Redevelopment District"), exists and operates under the provisions of the Redevelopment of Cities and Towns Act of 1953 which has been codified in IC 36-7-14, as amended from time to time (the "Act"); and

WHEREAS, the Commission on May 28, 1997, adopted Resolution No. 1997-01 declaring the Highland Redevelopment Area to be an area in need of redevelopment within the meaning of the Act; and

WHEREAS, Resolution No. 1997-01 was confirmed by the Commission with the adoption of Resolution No. 1997-02 on July 8, 1997; and

WHEREAS, Subsequent Resolutions, No. 2003-01, No. 2005-11, No. 2006-10, No. 2007-08, and No. 2008-09 confirmed expansion of the Redevelopment Area; and

WHEREAS, the Commission accepted the 2007 Comprehensive Plan for the Highland Redevelopment Area on March 14, 2007; and

WHEREAS, the Commission has prepared, developed and approved the Supplement to the Highland Municipal Code, Section 214.180: RD-Redevelopment District (Architectural and Design Standards and Guidelines for the Redevelopment Area); and

WHEREAS, the Commission from time to time may develop a program to improve the downtown; and

WHEREAS, the Commission through its 2019 budget approved the Commercial Property Improvement Grant Program which is intended to provide financial assistance for significant commercial property improvement in the Highland Downtown Redevelopment Area; and

WHEREAS, the goal of the program is to attract retail growth, additional business traffic, and catalyze investment through improved aesthetics; and

WHEREAS, George Siemer of Siemer Heating & Cooling, applied for a grant totaling \$44,080.00, of which a not to exceed 30%, or \$13,224.00, would be reimbursed to them upon completion of the work with approved receipts.

All property taxes must be paid and up-to-date and there shall be no liens against the property.

NOW, THEREFORE, BE IT RESOLVED by the Highland Redevelopment Commission as follows:

- 1. That the Commission finds and determines that it will be of public utility and benefit to approve reimbursement to George Siemer of Siemer Heating & Cooling, for a Commercial Property Facade Improvement Grant for property located at 2817 Highway Avenue.
- 2. The project cost applied for is \$44,080.00 as designated by the contractors work estimates submitted as supporting documentation to the application.
- 3. That the Commission will provide up to and a not to exceed reimbursement of \$13,224.00, or 30% of the estimated eligible project costs, and based upon the total project cost of \$44,080.00.
- 4. That all reimbursements will be made upon delivery of proof of work completion, and receipt by the Highland Redevelopment Commission, of approved receipts for work performed, and proof that all property taxes are paid and up-to-date and no liens have been filed on the property.
- 5. That this Resolution shall be in full force and effect after its adoption by the Commission.

ADOPTED AND APPROVED at a meeting of the Highland Redevelopment Commission held on the 18th day of February, 2019.

Highland Redevelopment Commission

Bernie Zemen, President

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Mark Herak, Secretary

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